

JOB DESCRIPTION

**JOB TITLE:** ASSISTANT EVENTSMANAGER

**DEPARTMENT:** MEMBER DEVELOPMENT AND EVENTS

**REPORTS TO:** DIRECTOR OF EVENTS

**WAGE CATEGORY:** NON-EXEMPT

JOB STATEMENT

Under supervision of the Director of Events the Events Assistant Manager produces over 100 exciting Metro Chamber events held across the Las Vegas Valley each year. Alongside the Director of Events, the Events Assistant Manager also coordinates with internal teams to develop strategies that improve efficiency and accuracy of assigned Event planning and execution. This position actively supports and participates in all other Vegas Chamber programs/events and is always working towards elevating our members’ experiences. Support can extend to Government Affairs events, along with Executive Team meetings and receptions. Events at the Vegas Chamber include, but are not limited to: Preview Las Vegas, Board of Trustees Installation, MAC Night Out, Eggs & Issues, Business of the Year Awards Luncheon, Business Power Luncheons, recurring membership-based events and Business Expo. As a member of the state’s leading business organization this individual will be required to maintain a high degree of professionalism at all times, provide the highest level of customer service and dynamic support to members, exhibit teamwork and demonstrate effective communication skills.

**ESSENTIAL FUNCTIONS/OBJECTIVES**

* Proficient in basic A/V functionalities such as but not limited to, projector screen, mics, sound, web streaming, zoom, lighting and so on.
* Plans, coordinates and executes Vegas Chamber events
* Assists internal team to fulfill sponsorships as assigned. Communicates and strategizes with the Finance and Membership Teams to track and fulfill sponsorship requirements.
* Work closely with Director of Membership and Membership Team on assigned Chamber Member and sponsorship-related events.
* Negotiate event contracts, build relationships with vendors and track event expenses and revenues.
* Co-manages a centrally located Events calendar, including information for all speakers, timeline/show-flow, and other departments, personnel, or events that are affected by changes to each event.
* Create and manage events in the database daily
* Files correspondence, assists in maintaining event files
* Works closely with Marketing, Communications and Executive Business Administrator to request scripts, graphics, collateral, schedules, and any other sponsor items listed, ahead of deadlines and timelines.
* Oversees the management of the registration process at designated events.
* Assists the VP of Membership and Events Manager to develop and monitor Event’s budgets, ensuring they meet quality and value standards.
* Assists in all aspects of the department, including internal event set up and take down.
* Assists the Government Affairs Team with their events including logistics, room set up and room take down.
* Aligns event activities with the Vegas Chamber’s value proposition.
* Holds self to the highest level of professionalism, leading by example to achieve results.
* Maintains a positive attitude and energetic demeanor in all situations.
* Service oriented to both chamber members and fellow chamber colleagues.
* Other duties as assigned.

**JOB SPECIFICATIONS**

* 4+ years of relevant experience preferred.
* Events Audio Visual experience required.
* Knowledge of event management required.
* Knowledge of membership organizations preferred.
* Intermediate level capabilities in MS Office and database programs. Proficient in MS Word, Excel and computerized database management. Minimum keyboard skills at 40 wpm
* Detail oriented, highly organized, self-starter, creative, customer service oriented, strong verbal and written skills, high energy, flexible, solution oriented
* Must be able to lift at least 30 pounds
* Strong interpersonal, customer service and administrative skills
* Excellent communication and collaboration skills in a team setting.
* Strong listening, negotiating, presenting, written and verbal communication skills.
* Experience in venue selection, negotiations, contracts and vendor management.
* Strong knowledge of local venues.